

Purchasing Requisition

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| Date       Org:  Contact       Phone: | Purchasing Only Requisition  P.O. Code  EXP Code  Char Code  Tax Code  Contract No.  MOF No.  PO No. |
| FOAPAL                    (FUND) (ORGN) (ACCT) (PROG)               (ACTV) (LOCN) (PROJ)  Requested By:  (Budgetary Head)  Approved By:  (Dean or Director) |

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| --- | --- | --- | --- | --- | --- |
| Item # | Qty | Unit | Description of Materials or Services | Unit Price | Total |
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|  |  |  | Subtotal |  |  |
|  |  |  | Shipping & Handling |  |  |
|  |  |  | Sales Tax | 9.000% |  |
|  |  |  | TOTAL |  |  |

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| --- | --- |
| Ship to University of Arkansas at Little Rock | Purchasing Only  For confirming orders  Buyer:  Date: |

Name and Address of Preferred Companies

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| 1. | 2. | 3. |

Department Copy

PUR001 (Rev. 9/2017)